



## CALIFORNIA INSTITUTE FOR REGENERATIVE MEDICINE

### Senior Officer for Scientific & Medical Research Facilities

The California Institute for Regenerative Medicine (CIRM) is the state agency established under Proposition 71 for funding stem cell research in California. Under the proposition, up to \$300 million of the \$3 billion authorized for stem cell research in California can be spent for facilities. The Scientific and Medical Research Facilities Working Group is composed of six patient advocate members of the Independent Citizens Oversight Committee (ICOC) which is the board for CIRM, four real estate specialists and the Chair of the ICOC. The Working Group is charged with making recommendations to the ICOC for criteria, requirements and standards for facilities application, and also with making recommendations to the ICOC for grants and loan awards for buildings, building leases, and capital equipment. The Scientific and Medical Research Facilities Working Group also makes recommendations to the ICOC for oversight procedures to ensure grantees' compliance with the terms of an award.

We seek a Senior Officer under the general direction of the President, to provide senior level professional support for the Scientific & Medical Research Facilities Working Group. The Senior Officer for the 11-member Scientific and Medical Research Facilities will be the liaison for CIRM to the Scientific and Medical Research Facilities Working Group, drafting documents, preparing reports and providing senior level professional and administrative support. The Senior Officer for Scientific & Medical Research Facilities will report to the President of CIRM, and will work closely with the Chair and Vice Chair of the Working Group to provide expert knowledge, help organize meetings, agendas and materials. The Senior Officer will coordinate with the CIRM staff and the ICOC on matters related to facilities. Once awards are made, the Senior Officer for the Scientific and Medical Research Facilities Working Group will also be responsible for coordinating with appropriate institutional officials of the grantee organizations to ensure that construction proceeds in a timely and appropriate manner.

#### **Qualifications:**

- Bachelor's degree and five years of increasingly responsible professional experience in construction and/or real estate or an equivalent combination of education and experience.
- Knowledge of real estate and construction, preferably related to laboratory facilities.
- Demonstrated ability to simultaneously manage multiple, complex projects in varying stages of development under time pressure.
- Ability to handle negotiations and work as part of a team.
- Demonstrated organizational skills and the ability to plan and act independently on projects with minimal supervision, creating and meeting deadlines.
- Comprehensive analytical, strategic thinking and problem solving skills.
- Excellent written and communication skills.
- Ability to work positively and effectively with persons possessing high degrees of scientific, medical and technical knowledge within large complex groups.



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- Ability to work in a fast-paced environment.
- Ability to work independently and with initiative.

### **Salary Range**

\$100,000-\$150,000 Salary commensurate with experience.

**HOW TO APPLY:** Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application (STD. 678) which can be obtained from our website at <http://www.cirm.ca.gov/jobs/> to:

[jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov) or CIRM Search, 210 King Street, San Francisco, CA 94107

**CIRM is an Equal Opportunity Employer and particularly welcomes applications from under-represented minorities and women.**